

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number 3-5 <input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-D-14-001	Contract Period 01/01/2014 To 12/31/2016 Base                      Option Period Number    2	Title of Work Assignment/SF Site Name Quality and Standards								
Contractor SCIENTIFIC CONSULTING GROUP, INC, THE		Specify Section and paragraph of Contract SOW								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance  From 01/01/2016 To 12/31/2016								
Comments: This WA is for continuation of quality and standards project that contains tasks to continue work towards shepherding consensus-based standards and codes development in large buildings. Prepare a workplan and budget.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO (Max 2) <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 01/01/2014 To 12/31/2016		Cost/Fee:				LOE: 0				
This Action:						1,000				
Total:						1,000				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:		LOE:				
Cumulative Approved:				Cost/Fee:		LOE:				
Work Assignment Manager Name Janise Palmer						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number 202-343-9921				
						FAX Number:				
Project Officer Name Annette Johnson						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 202-343-9489				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Antonio L. Leathers						Branch/Mail Code:				
ANTONIO LEATHERS _____ (Signature)                      (Date)						Phone Number: 919-541-2312				
						FAX Number:				

## WORK ASSIGNMENT

**CONTRACTOR:** Scientific Consulting Group, Inc.  
**CONTRACT NUMBER:** EP-D-14-001  
**WORK ASSIGNMENT NO:**  
**WORK ASSIGNMENT TITLE:** Quality and Standards for Healthy Buildings

**WORK ASSIGNMENT MANAGER:**

Name: Jani Palmer  
Division: Indoor Environments Division (IED)  
Mail Code: 6609T  
Address: 1200 Pennsylvania Avenue, NW  
Washington, DC 20460  
Phone: (202) 343-9921

**LEVEL OF EFFORT:** hours

**PERIOD OF PERFORMANCE:** 01/01/2016 through 12/31/2016

### I. BACKGROUND

Title IV of the Superfund Amendments and Reauthorization Act of 1986 (SARA) gives EPA broad authorization to address indoor air quality. The Indoor Environments Division (IED) is responsible for implementing national policies on indoor air pollution and protecting the public from related health impacts, such as radon, childhood asthma, environmental tobacco smoke and more.

Public demand for knowledge about indoor environmental problems, including their health risks and the means by which human exposure can be reduced, has been fueled by a growing body of scientific information confirming the adverse health impacts of radon and other indoor pollutants. The Radon Program of the Office of Radiation and Indoor Air (ORIA) in the Environmental Protection Agency (EPA) recognizes the need for a variety of audiences to understand these risks and to be informed about available methods risk reduction. As a voluntary program, two main objectives of the Radon Programs are disseminating information and conducting education and outreach activities via meeting and conferences that inform a broad range of constituents; these being the general public, building design, construction, and management professionals, private sector diagnostic, and mitigation firms, industry associations, environmental researchers, and experts, indoor environmental educators, EPA program partners, public health, and advocacy organizations, health practitioners, and environmental health officials at Federal, State and local levels.

Contractor support is required to ensure that appropriate and effective product design and revision, issue research and analysis, and meeting and conference support are received by the EPA Radon Program in a timely and cost-effective manner.

In carrying out support activities under this work assignment, the contractor is to refrain from either developing or interpreting EPA policy, and is to communicate only those policies conveyed by EPA for dissemination to customers. Contract personnel are to identify themselves in all dealings with the public (written and oral) as contractors to EPA who are providing an information distribution service. Finally, the contractor shall conform to all requirements regarding printing and duplication materials as defined in Title 1 of U.S. GPO Government Printing and Binding Regulations, No. 25, November 1987.

In meeting the requirements of this work assignment, the contractor shall be in a support role and will NOT be involved in the development of EPA policy, nor in any other activity that is an "Inherently Governmental function."

## **II. TASKS**

### **Task 1 Provide Budget and Technical Approach**

As needed and requested by WAM, the contractor shall provide technical approach with detailed information on the contractor's approach for accomplishing each project, including a schedule of deliverables, staffing plans, with statements of experience, estimated labor hours and cost. Technical approval and budget documents are required within 20 calendar days of the effective date of the work assignment.

No work shall begin on this Work Assignment until Technical Direction is received from the EPA WAM.

### **Task 2 Guidance and Technical Meetings**

The contractor shall attend no more than five in person meetings with EPA WAM to receive EPA guidance and discuss technical issues regarding all tasks indicated. Each meeting shall be approximately one to two hours in duration. The meetings will take place either at the contractor's office or at the EPA WAM's office (Washington, DC). Times and dates to be determined by WAM through technical direction.

#### **Deliverables:**

The contractor shall attend no more than five overall guidance and technical issues meetings with WAM. Upon direction by WAM, the contractor will prepare and deliver reports and/or summaries of meetings no more than two pages in length within five business days of the meeting.

**Task 3 Radon Program Meetings/Conferences** Applicable SOW Sections: D2(c,l) & E2

Task 3a. Standards Committees. The contractor shall provide logistical and administrative support in planning and implementing up to 100 Radon Program meetings, workgroups, conference calls, webinars, etc. as directed. Support includes organizing meetings with standards committee members, keeping and sharing notes and minutes, and compiling comments. These meetings include radon resistant new construction, mitigation in vapor intrusion projects, quality assurance for radon measurement systems, chamber intercomparisons for standards, testing and mitigating radon.

Task 3b. Codes Meetings. The contractor shall provide logistical and administrative support in planning and implementing up to 15 codes meetings, workgroups, conference calls, webinars, etc. as directed. Support includes organizing meetings with stakeholders, keeping and sharing notes and minutes, and compiling comments. These meetings include conference calls and outreach to key stakeholders to gain support for state, local or tribal adoption of standards and codes.

Task 3c. Cost and Risk Numbers. The contractor shall provide logistical and administrative support in planning and implementing up to 20 Radon Program meetings, workgroups, conference calls, webinars, etc. as directed for cost-benefit analysis, updated risk assessment and minor cohort study.

Task 3d. Chamber and Intercomparison. The contractor shall provide conference fees, travel and lodging support for one staff member to participate in traceability and intercomparisons at the European radon intercomparison, dates and location to be determined, and at the National Analytical Radiation Environmental Laboratory in Montgomery, AL, dates to be determined. No remuneration or honorarium or payment for services will be included.

Task 3e. Weatherization. The contractor shall provide logistical and administrative support in planning and implementing up to 15 meetings, workgroups, conference calls, webinars, etc. as directed for the BARRIER plus Expanded (BEX) Study. Support includes organizing meetings with stakeholders, keeping and sharing notes and minutes, and compiling comments for the BEX study and other weatherization and radon/energy studies.

Task 3f. Climate, Energy, Health (CEH). The contractor shall provide logistical and administrative support in planning and implementing up to 15 CEH meetings, workgroups, conference calls, webinars, etc. as directed. Support includes organizing meetings with premier partners, CEH launch event, deploying website and media presence and conference planning.

Task 3e. National Meeting. The contractor shall provide conference fees, travel and lodging support for one staff member for participation as needed for training and technical expert representation at the Radon National Meeting in San Diego, CA. No remuneration or honorarium or payment for services will be included.

**Deliverables:**

The contractor shall provide support (e.g., agenda development, prospective participant identification and invitation, meeting minutes, and other similar activities) for up to 150 Radon Program meetings, workgroups or conference calls upon notification from the WAM. Events will typically last from one to two hours.

Preparation and delivery of two presentations and/or webinars based on recent work benefit/costs and risk assessment.

The Contractor shall schedule as directed by WAM and arrange for travel and lodging for one staff member to attend and present at the National Radon Meeting in San Diego, CA. No remuneration or honorarium will be included.

The Contractor shall schedule as directed by WAM and arrange for travel and lodging for two staff members to attend, present and provide technical support at the European radon intercomparison, dates and location to be determined. No remuneration or honorarium or payment for services will be included.

The Contractor shall schedule as directed by WAM and arrange for travel and lodging for one staff member to attend, present and provide technical support at the Montgomery, AL EPA laboratory, dates and location to be determined. No remuneration or honorarium or payment for services will be included.

The contractor shall provide support (e.g., agenda development, prospective participant identification and invitation, meeting minutes, and other similar activities) for up to 15 CEH meetings, workgroups or conference calls upon notification from the WAM. Events will typically last from one to two hours.

**Task 4 Radon Research and Technical Analysis** Applicable SOW Sections: B2(a,c,e,f), C2(a,b,e), D2(b,f,g,m,n,q)

Task 4a. Standards Committees Technical Support. The contractor shall provide research, technical writing and analysis services on radon resistant new construction, mitigation in vapor intrusion projects, quality assurance for radon measurement systems, chamber intercomparisons for standards, testing and mitigating radon.

Task 4b. Codes Technical Support. The contractor shall provide research, technical writing and analysis services on code changes, such as but not limited to, radon

resistant new construction in the international residential code, and energy and ventilation codes that would reduce radon.

Task 4c. Cost and Risk Technical Support. The contractor shall provide research, technical writing and analysis services on cost-benefit analysis, risk assessment and minor cohort study. The nature of this service shall be identifying sources of information, obtaining, compiling, and performing quantitative and qualitative analysis of identified information, providing technical support and production of written hardcopy or electronic summaries, drafting and finalizing reports related to these activities as directed, and producing a QAPP.

Task 4d. Chamber and Intercomparison Technical Support. The contractor shall provide research, technical writing and analysis services for training and technical expert representation to prepare radon measurement equipment for traceability and intercomparisons at the European radon intercomparison, and at the National Analytical Radiation Environmental Laboratory.

Task 4e. Weatherization Technical Support. The contractor shall provide research, technical writing and analysis services on weatherization and radon/energy studies such as, but not limited to, the BEX study.

Task 4f. Climate, Energy, Health (CEH) Technical Support. The contractor shall provide research, technical writing and analysis services to produce and publish CEH tools that are tailored to priority market segments, collect cost and benefits of protocol usage, refine segment-specific packages to accommodate new technology and science, create and deploy a website and media presence and conference planning.

#### **Deliverables:**

Final production of standards: radon resistant new construction, mitigation in vapor intrusion projects, quality assurance for radon measurement systems, chamber intercomparisons for standards, testing and mitigating radon as approved by the consortium committee.

Production and submission of code proposal for IRC.

Report on potential code changes in IRC that would reduce radon.

Production and publishing of a technical manuscript in approved format based on the updated benefit/cost analysis and corresponding QAPP.

Production and publishing of a technical manuscript in approved format based on the updated risk assessment and corresponding QAPP.

Production and publishing of a draft technical manuscript in approved format based on the miner cohort study.

Produce and publish CEH tools and create and deploy website.

**Task 5. SCHEDULE & DELIVERABLES**

Task	Deliverable	Due Date
1.0	Prepare and deliver budget and technical approach	Within 20 calendar days of the effective date of the work assignment
2.0	Guidance & Technical Meetings	January-September 2016– up to 5 meetings as directed by WAM
3.0	Provide Meeting/Conference Support	150 program meetings as directed. Webinars for cost-benefit and risk assessment by May 2016. National Radon Meeting presentation and technical expert availability by September 2016 Attend Montgomery, AL laboratory by April 2016 Attend European intercomparison by August 2016. 15 CEH meetings as directed.
4.0	Research and Analysis of radon topics/issues	Code Proposal by January 2016 Final report risk assessment January 2016. Final document on cost-benefit by January 2016. Standards by December 2016. Code change report by December 2016 Draft manuscript on miner study by December 2016
5.0	Master and an archive copy of all deliverables and drafts	December 31, 2016

**IV. GENERAL**

The contractor shall provide the WAM with a master and an archive copy of all deliverables and drafts. Associated disks compatible with ORIA equipment (MS Word for basic reports and documents, PageMaker for those items which will be published and .HTML format for those items which will be inserted in EPA's website, Excel or Access for spreadsheets and/or databases) must also be provided upon completion of the work assignment.

The contractor shall meet with the WAM at the contractor's or WAM's location of business or by phone once a month as indicated by the WAM by Technical Direction.

Final deliverables status report shall be submitted in hard copy with a master and archive copy in electronic form.